

Job Seeking **Skills Workshops**

January – December, 2019

★ **Cedar City Employment Center**
176 E. 200 N. • Cedar City

Register for
reserved seating.
Walk-ins
welcome.



For more information, visit
jobs.utah.gov
or come to DWS at
176 E. 200 N. • Cedar City, Utah

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to jobs.utah.gov and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
EMPLOYMENT ESSENTIALS:	
1st Tuesday of each month Beginning January 1	8:30 AM–11:30 AM
INTERVIEWING SKILLS:	
1st & 3rd Thursday Beginning January 3	8:30 AM–10:30 AM
RESUMÉ WRITING:	
2nd & 4th Wednesday Beginning January 10	8:30 AM–10:30 AM

EMPLOYMENT ESSENTIALS: An overview of all our skills workshops. Perfect for the job seeker on a time crunch. Topics include overviews of basic resumé writing, interviewing, networking and job search strategies.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer questions to gain an edge in the interviewing process to land that job.

RESUMÉ WRITING: Learn to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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jobs.utah.gov